

PROJECT ENGINEER

Grade: 18
Full time, non-exempt
Effective: July 1, 2005

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate professional work involved with the review, design, construction, inspection and maintenance of a variety of public utility facilities; does related work as required. Work is performed under the general supervision of the Public Works/Utilities Director.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, standing, walking, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Serving as project design/inspection engineer and manager on public works and utilities projects; designing and inspecting public works and utility projects; preparing cost estimates; preparing and maintaining engineering records and files.

Develops capital improvement program schedule; estimates work required, order of construction, cost, etc.; designs or manages consultant's designing large projects;

Locates deeds and easements; orders or locates surveys; coordinates projects with utility companies;

Develops procurement packages; holds preconstruction meetings; reviews technical aspects with bidders; evaluates bids and recommends award; schedules work; coordinates and performs inspections of work in progress; reviews invoices for payment approval;

Supervises day-to-day construction activities; resolves conflicts; changes orders; monitors soil conditions, safety issues, traffic control and construction efficiency; answers questions of residents, businesses, etc.;

Performs traffic studies and analyzes the statistics generated;

Plots maps and uses the geographic information system;

Supervises and coordinates the concrete maintenance contract; estimates totals and establishes schedules; reviews invoices;

Addresses citizen complaints regarding public works services and infrastructure planning/programs;

Prepares general correspondence and technical reports; updates public works website with department information;

Researches regulatory issues and compiles data;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the theory, principles and practices of civil engineering as applied to the development and construction of projects in a municipal setting; ability to plan projects and prepare related designs, estimates and specifications; ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems; ability to conduct necessary engineering research and compile comprehensive reports; skill in the use of civil engineering instruments and equipment; ability to communicate complete ideas effectively both orally and in writing; ability to calculate complex cost estimates and prepare technical reports; ability to establish and maintain effective working relationships with Town officials, contractors and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in civil or environmental engineering and considerable design or construction engineering experience.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Engineer in Training (EIT) certification. Possession of or ability to acquire Bridge Inspector certification within one year of employment.